



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Community Nutrition Worker

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 3/30/09

**Summary:** Under general direction, performs work of moderate difficulty in eligibility determination and the provision of public health nutrition program services; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Uses established guidelines to determine and document eligibility for public health programs. Responsible for ensuring program guidelines are met.
- Provides individual and group nutrition education sessions, including: basic nutrition, appropriate food choices based on age and category, food preparation, etc. for a variety of populations.
- Obtains, evaluates and documents height, weight, blood samples, health history and dietary intake.
- Evaluates family needs for health care, financial and social assistance in order to make and document appropriate referrals.
- Makes appropriate food package choices for eligible participants based on age, category, health risk and family needs.
- Maintains food instrument, program records and equipment security.
- Maintains department and program applicant and participant confidentiality.
- Participates in community outreach activities.
- Attends meetings, training and conferences.
- Prepares and maintains records and reports.

### Knowledge and Skills:

- Knowledge of health and nutrition principals and terminology, including six major nutrients, their functions and food sources.
- Knowledge of availability of health and human services/resources within the community
- Knowledge of general office practices and procedures.
- Skill in effectively interacting with individuals and families from a variety of different economic, social, educational and ethnic backgrounds.
- Skill in interpreting, applying, and ensuring compliance with rules, regulations and guidelines.
- Skill in the use of computer and other office equipment and machines.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Desirable Qualifications:

High School diploma or G.E.D.; AND one year of experience in a health or related field, or experience in eligibility determination, education, or office management; OR equivalent combination of education, training and experience AND a valid driver's license.